



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	Vendor Code		Dept. SC		Contract Number	
<input type="checkbox"/> Change			DPW			
<input type="checkbox"/> Cancel			A			
County Department			Dept. Orgn.		Contractor's License No.	
Department of Public Works			DPW DPW			
County Department Contract Representative			Telephone		Total Contract Amount	
TED GOLONDZINIER			387-7913		Not to exceed \$71,060.00	
Contract Type						
<input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input checked="" type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code		Contract Start Date		Contract End Date		Original Amount
		7/8/03		6/30/04		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
SAA	TRA	TRA	200	2445	01002445	\$35,530.00
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RFZ	097	097	200	2445		\$35,530.00
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Project Name			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	
MMS Consulting Svc			03/04	\$71,060.00		
Contract Type – 2b						

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name

LA CONSULTING, INC.

Hereinafter called

Contractor

Address

1209 Manhattan Ave., Suite 310

Manhattan Beach, CA 90266

Telephone

(310) 374-5777

Federal ID No. or Social Security No.

95-432221

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County is required to maintain the county road system and flood control facilities; and

WHEREAS, the County has determined a need for a maintenance management system to facilitate the maintenance of said roads and facilities; and

WHEREAS, the County has further determined that a maintenance management system consulting service will assist in the selection of an appropriate maintenance management system; and

WHEREAS, the Contractor supplies maintenance management system consulting services which meet County specifications, as determined by an evaluation committee consisting of County department representatives and Purchasing Department (hereinafter referred to as Purchasing), at a competitive price; and

WHEREAS, the County desires that such services be provided by the Contractor, and the Contractor agrees to provide maintenance management system consulting services as set forth below under the Scope of Work (Section I, Page 2); and

WHEREAS, the Contractor agrees that the County reserves the right to award contracts to multiple vendors or no particular vendor, as it deems to be in the best interest of the County:

NOW THEREFORE, the Contractor and the County mutually agree to the following terms and conditions.

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I. SCOPE OF WORK

Contractor is being awarded a contract by the County as a result of the competitive evaluation of Contractor's proposal response to RFP PUR02-08. Contractor agrees to provide services outlined in the Proposal for Maintenance Management System Review – RFP# PUR02-08 (included in this contract as EXHIBIT 1), "Scope of Work", submitted by LA Consulting, Inc. and summarized hereunder:

Phase 1 – Investigate and document current operations – identify opportunities to improve in all identified aspects of maintenance operations (e.g., organizational structure, labor and equipment usage, technology needs, asset management, work effectiveness, and work efficiency).

Phase 1 will be broken down into the accompanying tasks and sub-tasks:

Tasks & Sub-Tasks	Task Related End Product Summary
<u><i>Task 1 – Project Initiation</i></u> 1. Task 1.1 - Project Startup 2. Task 1.2 - Prepare Detailed Work Plan 3. Task 1.3 - Establish a Review Committee 4. Task 1.4 - Conduct Orientation	Key County staff consulted and concepts for improvements and enhancements prepared. Detailed schedule with training and enhancements planned. Committee and coordinator appointed to work with LAC. Development of a uniform and consolidated understanding of project objectives, work methods and schedule.
<u><i>Task 2 – Data Collection</i></u> 1. Task 2.1 - Activity Analysis 2. Task 2.2 - Work History 3. Task 2.3 - Features Inventory 4. Task 2.4 - Resource Data 5. Task 2.5 - Financial Resource Data 6. Task 2.6 - Equipment Fleet History 7. Task 2.7 - Policies 8. Task 2.8 - Management Approach	Activity list with work unit measurements identified and documented. Analysis of maintenance history Estimation of infrastructure features to be compiled and utilized in maintenance database. Collection of resource data to capture workload and financial information to make estimations on equipment availability and cost per unit. Overall analysis of policies and procedures and development of a management approach based upon empirical and practical information gathered and documented in a working paper.
<u><i>Task 3 – Evaluate Opportunities</i></u> 1. Task 3.1 - Work Flow Analysis 2. Task 3.2 - Work Method 3. Task 3.3 - Resource Needs 4. Task 3.4 - Workload and Budget 5. Task 3.5 - Macroscopic Benchmarking	Analyses of: workflow, work method, resources, workload, budget and comparison to similar agencies within/without the County. Development of listing based on a systematized comparison of factors (cost/lane mile, staff/lane mile, etc.) to similar agencies.
<u><i>Task 4 – Document and Findings Presentation</i></u>	Reports: Phase 1 baseline operations and findings documentation and recommendation for improvement.
<u><i>Task 5 – Documentation of Results</i></u>	

Phase 2 – Recommend and guide County in the selection of the appropriate maintenance and asset management software system.

<u><i>Task 6 – Project Initiation Review Automated Systems Operation</i></u>	Development of outline of current database operations and deficiencies.
<u><i>Task 7 – Document Missing Elements</i></u>	LAC evaluates software options, needs, and prepares a report to document goals.
<u><i>Task 8 – Develop System Goals</i></u>	LAC Completion of the implementation plan and creation of a timeline.
<u><i>Task 9 – Develop Step-by-Step Implementation Plan and Timeline</i></u>	Complete report outlining LAC recommendations to meet County maintenance management system needs.
<u><i>Task 10 – Final Report</i></u>	

II. AGREEMENT TERMS

A. CONTRACT

The term of this contract is for one (1) year, beginning July 8, 2003 and ending June 30, 2004, unless terminated earlier as provided in this section.

1. Rights reserved

- a. The County reserves the right to terminate the entire contract with a fifteen- (15) day written notice of termination in the event the Contractor does not perform service in compliance with the Scope of Work.
- b. The County and the Contractor each reserve the right to terminate the agreement, for any reason, with a thirty- (30) day written notice of termination. Such termination may include all or part of the services described herein. If such termination is effected, an equitable adjustment in the price provided in this Agreement shall be made. Such adjustment shall provide for payment to the Contractor for services rendered and expenses incurred prior to the effective date of termination.

Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall promptly deliver to the County and transfer title (if necessary) of all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

- c. This is not an exclusive agreement. The County reserves the right to enter into an Agreement with other vendors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis, under the terms of this Agreement.

2. Authorization

The Director of the County Department of Public Works shall have the right to exercise the County's authority under this agreement, including the right to give notice of termination on behalf of the County at his sole discretion.

3. Payment Terms

Contract Amount: \$71,060.00. Please see APPENDIX A, "Milestone Payment Schedule", for the payment distribution.

B. GENERAL

1. Representation of the County

In the performance of the Agreement, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County.

2. Contractor Primary Contact

The Contractor will designate an individual to serve as the primary point of contact for the Agreement. Contractor or designee must respond to County inquiries within two- (2) business days. Contractor shall not change the primary contact without written acknowledgement to the County.

3. Change of Address

Contractor shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.

4. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under

the Agreement without first obtaining written approval from the Department of Public Works. Any subcontractor shall be subject to the same terms and conditions as Contractor. Contractor shall be fully responsible for the performance and payments of any subcontractor's contract; and shall act as the single principal for all products and services in this contract.

5. Agreement Assignability

The agreement is not assignable by Contractor either in whole or in part without the prior written consent of the County.

6. Agreement Amendments

Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Agreement, shall be valid only when reduced to writing, executed and attached to the original Agreement and approved by the required persons.

7. Attorney Fees and Costs

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto and payable under INDEMNIFICATION.

8. Choice of Law

The performance of this Agreement shall be enforced under California law.

9. Venue

The venue of any action or claim brought by any party to this Agreement will be the Central District Court of San Bernardino County. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Agreement is brought by any third-party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to San Bernardino County.

10. Jury Trial Waiver

Contractor and County hereby waive their respective rights to trial, by jury for any cause of action, claim, counterclaim, or cross-complaint in any action, proceeding, and/or hearing brought by either Contractor against County or County against Contractor on any matter arising out of, or in any way connected with this Agreement, the relationship of Contractor and County, or any claim of injury or damage, or the enforcement of any remedy under any law, statute, or regulation, emergency or otherwise, now or hereafter in effect.

11. Licenses and Permits

Contractor shall ensure that it has all necessary licenses and permits required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations. The Contractor shall maintain these licenses and permits in effect for the duration of this Agreement. Contractor will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this Agreement.

12. Labor Laws

Contractor shall strictly adhere to the applicable provisions of the Labor Code regarding the employment of apprentices; minimum wages; travel and subsistence pay; retention and inspection of payroll records; workers compensation; payment of wages. The Contractor shall forfeit to the County the penalties prescribed in the Labor Code for violations.

13. County Equal Employment Opportunity Program.

Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act, County

Policy and other applicable federal, state and County laws, regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

14. Notification Regarding Performance

In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this Agreement, the Contractor shall notify the County within one (1) working day, in writing and by telephone. When either party has knowledge of a situation that has or threatens to delay the timely performance of this contract, that party shall give notice to the other party, including all relevant information with respect to the situation, within one (1) working day, in writing and by telephone.

15. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of this contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of this contract or shall have any relationship to the Contractor or officer or employee of the Contractor.

16. Improper Consideration

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Agreement.

The County, by written notice, may immediately terminate any Agreement if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once an Agreement has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

17. Employment of Former County Officials

Contractor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of vendor. For purposes of this provision, "county administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

18. Inaccuracies or Misrepresentations

If in the course of the RFP process or in the administration of a resulting Agreement, the County determines that Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, the Contractor may be terminated from the RFP process or in the event a Agreement has been awarded, the Agreement may be immediately terminated.

In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

19. Recycled Paper Products

The County has adopted a recycled product purchasing standards policy (11-10), which requires contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a contract with the County. The policy also requires Contractors to use both sides of paper sheets for reports submitted to the County whenever practicable

20. Artwork, Proofs and/or Negatives

All artwork, proofs and/or negatives in either print or digital format for this product are the property of the County of San Bernardino. These items must be returned to the County of San Bernardino within ten- (10) days, upon written notification to the Contractor. In the event of a failure to return the documents, the County is entitled to pursue any available legal remedies. In addition, the Contractor will be barred from all future solicitations, for a period of at least six (6) months.

21. Release of Information

No news releases, advertisements, public announcements or photographs arising out of this Agreement or Proposer's relationship with County may be made or used without prior written approval of the County.

22. Damage to County Property. Facilities, Buildings, or Grounds

The Contractor shall repair, or cause to be repaired, at its own cost, all damage to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. The Contractor, as determined by the County, for such repairs shall repay all costs incurred by the County, by cash payment upon demand or County may deduct such costs from any amounts due to the Contractor from the County.

23. Air, Water Pollution Control, Safety and Health

Contractor shall comply with all air pollution control; water pollution, Safety and Health Ordinances and statutes, which apply to the work performed pursuant to this contract, including any requirements, specified in state government codes.

24. Drug and Alcohol-Free Workplace

In recognition of individual rights to work in a safe, healthful and productive work place; as a material condition of this agreement, the Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:

- Shall not be in any way impaired because of being under the influence of alcohol or a drug.
- Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal drug.
- Shall not sell, offer, or provide alcohol or a drug to another person.

This shall not be applicable to a Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

The Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and

productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for Default or Breach of this Agreement and any other Agreement the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

25. Severability, Validity, Waivers

If any portion or provision of this Agreement is held to be void, invalid, or otherwise unenforceable, in whole or part, the remaining portions of the Agreement shall remain in effect.

No waiver of a breach of any provision of this Agreement by the County shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time or from time to time any provision of this agreement shall not be construed as a waiver thereof. The remedies herein reserved to the County shall be cumulative and additional to any other remedies in law or in equity.

26. Default for Insolvency

The County may immediately cancel a resulting agreement for default in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether he/she has committed an act of bankruptcy or not, and whether insolvent within the meaning of the Federal Bankruptcy Law or not;
- The filing of a voluntary petition to have the Contractor declared bankrupt;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of an assignment for the benefit of its creditors.

The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

27. Right to Monitor and Audit

The County shall have absolute right to review, excerpt, copy or transcribe, and audit all records, books, papers, documents, corporate minutes, any transaction, activity, time cards and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Agreement. Records will be retained for at least the length of time specified by law. Contractor shall give full cooperation in any auditing or monitoring conducted.

Contractor shall cooperate with County in the implementation, monitoring and evaluation of this agreement and comply with any and all reporting requirements established by County.

28. Disputes

Disputes concerning the performance of this Agreement, which cannot be resolved by the designated contract representatives, shall be presented in writing to County's Purchasing Agent who shall submit his/her decision in writing to both parties involved in the dispute. If Contractor is unwilling to accept the decision rendered through such procedure or a decision is not made within fourteen (14) working days, it may then pursue its normal legal remedies. Pending conclusion of any disagreement, the interpretation placed upon this Agreement by County will govern operation there under and Contractor will continue to perform under this Agreement.

III. INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from Contractor's acts, errors or omissions and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law.

B. INSURANCE COVERAGE

Without in any way affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:

1. Workers' Compensation

A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under this Agreement.

If Contractor has no employees, it may certify or warrant to County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Risk Manager.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance. If the County's Risk Manager determines that there is no reasonably priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted.

2. Comprehensive General and Automobile Liability Insurance

This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

3. Errors and Omissions Liability Insurance

Combined single limits of \$1,000,000 for bodily injury and property damage and \$3,000,000 in the aggregate or

4. Professional Liability

Professional liability insurance must be with limits of at least \$1,000,000 per claim or occurrence.

C. ADDITIONAL NAMED INSURED

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

D. WAIVER OF SUBROGATION RIGHTS

The Contractor shall require the carriers of the above-required coverage's to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, Contractors, and subcontractor.

E. POLICIES PRIMARY AND NON-CONTRIBUTORY

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

F. PROOF OF COVERAGE

The Contractor shall immediately furnish certificates of insurance to the County Department administering the Agreement evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty- (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

G. INSURANCE REVIEW

The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

IV. CONCLUSION

- A. This Contract, consisting of twelve (12) pages, including the Milestone Payment Schedule (APPENDIX A), and the Proposal for Maintenance Management System Review – RFP# PUR02-08 (EXHIBIT 1), is the full and complete document describing services to be rendered by Contractor to County including all covenants, conditions and benefits. This Agreement supersedes any conflicting terms and conditions contained in any documents, Purchase Orders, Bills of Lading or similar documents related to this transaction.
- B. The signatures of the parties affixed to this contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. This Contract shall inure to the benefit of and be binding upon the successors and assignees of both parties.

IN WITNESS WHEREOF, the Board of Supervisors of The County of San Bernardino has caused this Agreement to be subscribed to by the Clerk thereof, and the Contractor has caused this Agreement to be subscribed in its behalf by its duly authorized officers, the day, month and year written.

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COUNTY OF SAN BERNARDINO
?
Dennis Hansberger, Chairman, Board of Supervisors

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD
Clerk of the Board of Supervisors
of the County of San Bernardino.

By _____
Deputy

LA CONSULTING, INC.
By ?
(Authorized signature – sign in blue ink)

Name Harry C. Lorick, P.E.
(Print or type name of person signing contract)

Title President and Principal
(Print or Type)

Dated _____

Address 1209 Manhattan Avenue, Suite 310
Manhattan Beach, CA 90266

Approved as to Legal Form	Reviewed by Contract Compliance	Presented to BOS for Signature
► County Counsel	► Department Head	► Department Head
Date	Date	Date

Milestone Payment Schedule

Payment Terms

1. Invoices shall be submitted in the appropriate format to:

**Department of Public Works
Attn: Administrative Services
825 East Third Street, Room 117
San Bernardino, California 92415-0835**

2. For settlement, an invoice must include the following information:

- | | |
|--|---|
| a. The name of Contractor and complete remittance address. | d. An itemized list of services provided. |
| b. The contract number. | e. The dates of work performed. |
| c. A unique numbered identifier (invoice number). | f. Milestone report. |

3. Payment terms shall be net 30 days, upon receipt of invoice, however prompt payment cash discount terms will be accepted if available. No late penalties shall be charged or paid on payments that exceed the net 30-day minimum.

Phase 1 – Investigate and document current operations – identify opportunities to improve in all identified aspects of maintenance operations (e.g., organizational structure, labor and equipment usage, technology needs, asset management, work effectiveness, and work efficiency). Phase 1 will be broken down into the accompanying tasks and sub-tasks:

<u>Tasks</u>	<u>Milestone</u>	<u>Payment</u>
<u>Task 1 – Project Initiation</u>		
1. Task 1.1 - Project Startup and insurance	1. Meeting with key personnel - Task 1.1.	\$6,071.00
2. Task 1.2 - Prepare Detailed Work plan		
3. Task 1.3 - Establish a Review Committee		
4. Task 1.4 - Conduct Orientation		
<u>Task 2 – Data Collection</u>		
1. Task 2.1 - Activity Analysis	2. Written report: findings from Tasks 1.2	
2. Task 2.2 - Work History	to 2.8 and completion of definition of	
3. Task 2.3 - Features Inventory	management processes and	\$14,442.00
4. Task 2.4 - Resource Data	development of a working paper	
5. Task 2.5 - Financial Resource Data		
6. Task 2.6 - Equipment Fleet History		
7. Task 2.7 - Policies		
8. Task 2.8 - Management Approach		
<u>Task 3 – Evaluate Opportunities</u>		
1. Task 3.1 - Work Flow Analysis		
2. Task 3.2 - Work Method	3. Written report: findings from Tasks 3.1	
3. Task 3.3 - Resource Needs	to 3.5 and definition of comparative	\$19,024.00
4. Task 3.4 - Workload and Budget	factors	
5. Task 3.5 - Macroscopic Benchmarking		
<u>Task 4 – Document and Findings Presentation</u>		
<u>Task 5 – Documentation of Results</u>		
	4. Written report: findings from Tasks 4 &	
	5 Baseline operations from Phase 1	
	and recommendations.	\$12,776.00
<u>Task 6 – Project Initiation Review Automated Systems Operation</u>		
<u>Task 7 – Document Missing Elements</u>		
<u>Task 8 – Develop System Goals</u>		
<u>Task 9 – Develop Step-by-Step Implementation Plan and Timeline</u>		
<u>Task 10 – Final Report</u>		
	5. Written report: findings from Tasks 6	
	to 10, Automated Systems Operations	\$18,747.00
	and recommendation.	
Contract Total		\$71,060.00

By signing below you are agreeing to the payment format and terms noted above.

Authorized Signature

Print Name

Date
APPENDIX A